




**PLANNING  
DEPARTMENT**

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**MEMORANDUM**

TO: Robert Berger, Inspector of Buildings/ Zoning Enforcement Officer  
FROM: Joseph Laydon, Town Planner   
DATE: January 9, 2020  
SUBJECT: 3 Millbury Street

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I am writing in your response to your request for comment on the application at 3 Millbury Street to cover the accessory structure to a living unit.

I met with you and Attorney Eli Leino on December 19<sup>th</sup> during Development Team Meetings. We reviewed the draft site plan showing parking on the property. While the plan appeared to accommodate the number of parking spaces that would be required by the zoning by-laws, I asked for the opportunity to review the draft plan with Jeff Walsh, the Town's Engineering Consultant with Graves Engineering.

During my review of the plan with Mr. Walsh, he indicated that the distance between the parking spaces and the retaining wall parallel to the driveway is only 11.7 feet, which in his opinion would be too narrow. He recommended that from the front of the parking space to the retaining wall, that 35 feet should be the minimum. He recommended the engineer who prepared the parking plan apply a template to demonstrate the design works.

The recommendation of Mr. Walsh was submitted to Attorney Leino by email on December 23, 2019. The email was acknowledged shortly after it was sent. I have not received a received plan since that email and therefore cannot verify whether the vehicular movements on the site can be accommodated.

Thank you.

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Zoning Board of Appeals